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MEMORANDUM FOR: Special Assistant to the Director for  
Planning and Coordination

SUBJECT: Report on Wartime Preparation by the Elements  
of the DD/S

REFERENCE: Memorandum from the DCI, subj: "Wartime Mission  
of CIA," dated 2 June 1955

### 1. Introduction

This is the initial semi-annual report called for by reference memorandum. It will briefly summarize the recognized areas of responsibility of the DD/S for wartime preparation, progress made to date and plans for the immediate future.

### 2. Responsibility

The responsibility of the DD/S for wartime preparation appears to fall into three categories as follows:

a. Preparation for evacuation of CIA buildings in an emergency, the protection of classified material left in the buildings, the evacuation of personnel either to the CIA relocation center or from the city in accordance with Civil Defense plans, and the maintenance of a system for the effective recall of such personnel to duty when their services can again be utilized.

b. The establishment and maintenance of the CIA relocation point as an installation capable of immediate activation as a functioning emergency headquarters. The basic responsibility here is to provide all essential physical facilities for use by the composite CIA emergency staff. In so far as the DD/S components themselves are concerned this responsibility extends to ensuring that they are adequately prepared to function at the relocation point in the direct support of the Agency as a whole.

c. The third area of responsibility is to furnish assistance, technical guidance and direct support to the DD/I and the DD/P in planning for and accomplishing their field preparations for wartime operations.

### 3. Present Status

Each of the above areas of responsibility for wartime preparation are briefly discussed in subsequent paragraphs.

a. There is in existence a fully developed and largely tested plan for the evacuation of CIA Headquarters. Buildings are equipped with alert and evacuation signal devices which are tested regularly. Detailed evacuation plans for each building are in effect, are kept up to date and are carried out under the supervision of a corps of designated individuals having clearly delineated responsibilities for the safety of all building occupants and the security of classified material within our buildings. In addition, a CIA Security Patrol has been established as an operating body as a security and personnel control force. An Emergency Relocation Plan has been in effect for several years which establishes the CIA Emergency Force which will deploy to the CIA relocation center. The roster is checked regularly to ensure that it remains current. The roster is fluid and is constantly revised as experience indicates changes are warranted. The CIA Emergency Planning Officer supervises the entire system and is in constant collaboration with the Office of Defense Mobilization, Civil Defense authorities, other Government agencies and Emergency Planning Officers in all intra-CIA components. Lastly, a system has been established which will facilitate the registration and roundup of CIA employees not on the emergency staff at such time as their services are again required.

b. The CIA relocation center has been established with the immediate capacity for housing and feeding of  persons. Plans are well advanced for the rapid expansion of this capability. All essential support facilities, i.e., reproduction, medical, financial, record maintenance, communications, office supplies and equipment have been provided for. The communications facilities in particular are well advanced. More detailed information concerning the status of wartime planning by the Office of Communications is contained in Tab "A."

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c. Action in the support of DD/I and DD/P in preparing for the wartime conduct of their field activities is necessarily limited and subordinate to the wartime preparations of these offices. Each of the DD/S support components is directly supporting the Area Divisions in all current actions for wartime preparation. In addition they are participating in the War Planning activities of the DD/P and are

coordinating their efforts through the Special Planning Assistant to the DD/S. DD/P overseas war planning is in varying stages of completion. Communications plans are being developed and incorporated in theater war plans as rapidly as the state of planning permits. In the logistical area the Office of Logistics and the War Plans Division/PPC-DD/P are currently developing policies and mechanics for the conversion of U.W. Hot War Force Estimates, as recently approved by the DCI into materiel stockpiling requirements. These will be filled as rapidly as underlying agreements are developed with the Department of Defense and stockpiling points are located and established.

#### 4. Plans and Problems

a. With respect to CIA's evacuation and redeployment planning for Headquarters, we have made sound progress and no major problems exist. The recent adoption of mass evacuation of cities as the basic civil defense security measure necessitates the revision of certain portions of our present plans. Our assembly and registration points, for example, are currently being shifted out beyond the area of probable bomb damage. Further revisions will be necessary as civil defense policies and plans are revised and refined.

b. With respect to CIA's relocation center, numerous changes will doubtless be found necessary after a full analysis has been made of our experience on Operation Alert - 1955. These will be covered in a future report. A major problem is to determine the relative degree of standby capability in physical facilities which should be maintained at the relocation point. To minimize this problem, facilities at the center are being effectively utilized in support of current CIA operations.

c. With respect to support component participation in field war planning, much work remains to be done. Our contribution and progress in this area, however, is largely controlled by the progress of the DD/I and DD/P in their war planning. We have, however, isolated numerous areas where forward planning is necessary and tentative plans are being generated. For example, the vast area of war-time personnel policies, i.e., the mobilization policies which will be applicable to civilian personnel abroad and military reservists employed by CIA have been anticipated and tentative proposals have been developed although they cannot as yet be firmed up. Specific

progress has been made in certain respects however. As theater war plans have been developed, command relationships established and military bases selected, support components have acted with the DD/P in the establishment of requirements for training sites, communications facilities and plans, and other basic facility requirements. Much of our current cold war planning, overseas construction and procurement is, in fact, partial satisfaction of our hot war requirements.

d. Our major effort during the next six months will be:

(1) To analyse our experiences on Operation Alert, isolate the significant deficiencies in our plans, facilities and abilities to function at our emergency headquarters and to initiate corrective action.

(2) To designate within each support component specific individuals who will be responsible for war planning; to train and indoctrinate these persons in the principles and status of CIA war planning; and in particular, to meld this group with the War Plans Division/PFC-DD/P so that they are better able to make an effective contribution to CIA's overseas war planning and assist in the development of war preparation actions for inclusion in operational programs of the DD/P and the DD/S.

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L. E. WHITE  
Deputy Director  
(Support)

Attachment  
Tab "A"